

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: REQUISITION FOR PURCHASE

REVIEWER: Manager of Business Operations

POLICY

The College, in partnership with Atrium Health, maintains an orderly and efficient materials management process for purchases.

PROCEDURE

- A. The staff accountant or the president's administrative assistant places orders through Coreconnect, Atrium Health's Materials Management software for certain high-volume items used throughout the college.
- B. All requests for purchase must be sent to the business office via email request. Requests must include all pertinent information regarding the order including the model number, color, vendor's name, address, phone number, etc. Requests for non-standard supplies require department manager approval. Forward the request to the staff accountant who will complete the online request to purchasing. A copy is filed in the business office as pending purchase requisitions.
- C. Capital items require approval of the president.
- D. Expected delivery of items varies in time depending on the inventory and practices of the vendor. Once the ordered items arrive on campus, the staff accountant will alert the requisitioner to pick up the item from Work Room 1813.
- E. Questions regarding orders can be directed to the manager, business operations or the staff accountant.
- F. Items being returned for credit should be given to the staff accountant who will complete a Requisition for Return form and call the distribution center for the item to be picked up.
- G. The Requisition for Purchase policy will be reviewed bi-annually.

REFERENCE

Related Policies to Consult

Carolinas College:

Administrative: Capital Purchases

Atrium Health:

- [MM300.00 Materials Resource Management Policy Statement](#)
- [MM300.01 Blanket Purchase Orders](#)
- [MM300.02 Capital Equipment](#)
- [MM300.03 Non-Stock, Non-Capital Materials & Outside Services](#)
- [MM300.08 Stock Supplies](#)
- [MM300.11 Contracting & Bidding for Materials & Equipment](#)
- [MM300.12 Obtaining Quotes for Capital Equipment](#)
- [MM300.14 Requests for Purchase of New Products](#)